

## **PART 7 – REMOTE/VIRTUAL OPERATIONS EFFECTIVE APRIL 13, 2020**

Please note that it is my sincerest hope that the members of our Bronx County Legal Community and their loved ones are all safe and healthy amid this COVID-19 pandemic.

In furtherance of the recent directives of Chief Judge Janet DiFiore and Chief Administrative Judge Lawrence Marks statewide non-essential trial court conference proceedings shall occur on a remote/virtual basis effective Monday, April 13, 2020.

I am pleased to announce that as an initial and preliminary action plan the attorneys who represent litigants in Part 7 and who would like a conference, with consent of all parties, send an email to my principal court attorney, Cynthia Isales, Esq. at [cisales@nycourts.gov](mailto:cisales@nycourts.gov) and a copy to me at [wguzman@nycourts.gov](mailto:wguzman@nycourts.gov). A copy of the consent must be attached to the request.

The email message is to include case name/index no./attorney names/contact info, including emails, case history and summary of the issue(s). In response, I will review the request and where appropriate schedule a remote/virtual conference via Skype. Method. **Please be mindful that your adversary may not be equipped to conference at this time because we are all dealing with changes and challenges to our personal and work lives. The Court will ONLY entertain requests made on consent of all parties. Please note this court WILL NOT conduct any Ex Parte conversations or conferences.**

If you have an application that you believe is essential, i.e., applications for orders of protection, mental hygiene applications, temporary restraining orders you must contact the “Designated Justices,” not the assigned IAS Justice. None of the justices’ chambers are staffed at this time. The Designated Justices may not have chamber support staff, i.e. secretary or law clerk. You can call the Administrative Office at 718-618-3800 to determine who the designated Justices are.

We are eager to commence access to our Courts and ask for your patience as we transition to remote/virtual operations during these unprecedented times. There is no doubt that there will be challenges as we begin to implement this new phase in our work lives. I remain confident that we will make it work together as the resilient legal community we are and will provide litigants and attorneys with the justice so desired.

On behalf of Part 7, I thank you for your anticipated assistance and cooperation in this matter. May you and your family member be safe.

Best regards,

Hon. Wilma Guzman